SF 330

Training

Presented by Defense Acquisition University

SF 330

History

Services have authority, no selection procedures

Brooks-Act 1972, selection based on technical

SF 330

Brooks Act

- Public Announcement
- Firms submit SF 330
- Firms selected on competence and qualifications
- Discussion and ranking of at least three firms

SF 330

Advertising

- Greater than $25K in FEDBIZOPPS
- Less than $25K in a public place

SF 330

SF 330 aids in firm evaluation

- Considering documented qualifications and experience
- Enough personnel in required disciplines present
- Proposed team working relationship

SF 330

- SF 254 – general A-E resume good until 08 Jun 2004
- SF 255 – project specific A-E resume good until 08 Jun 2004
- SF 330 – combines and expands SF 254 & 255 mandatory from 08 Jun 2004

SF 330

- Now will look at the parts of the SF 330 and where specific information if found.
- General relevance to A-E most highly qualified firm selection?

ARCHITECT – ENGINEER QUALIFICATIONS

PART I – CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. TITLE AND LOCATION *(City and State)*	
2. PUBLIC NOTICE DATE	3. SOLICITATION OR PROJECT NUMBER

SF 330

A	# 1-3	Identifies to which project the firm is responding

ARCHITECT – ENGINEER QUALIFICATIONS

PART I – CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. TITLE AND LOCATION *(City and State)*

Light Industrial Projects, Sacramento District

2. PUBLIC NOTICE DATE	3. SOLICITATION OR PROJECT NUMBER
06-08-2004	PRJYXX1023A

ARCHITECT – ENGINEER QUALIFICATIONS

PART I – CONTRACT-SPECIFIC QUALIFICATIONS

B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE		
5. NAME OF FIRM		
6. TELPHONE NUMBER	7. FAX NUMBER	8. E-MAIL ADDRESS

SF 330

B	# 4-8	Firm’s POC info

B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

Adrian Scully, FAIA, President

5. NAME OF FIRM

King Technical Group

6. TELPHONE NUMBER	7. FAX NUMBER	8. E-MAIL ADDRESS
801-555-9933	801-555-3399	a.scully@ktg.com

•C. PROPOSED TEAM

(Complete this section for the prime contractor and all key subcontractors.)

	(Check)			9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME	J-V PARTNER	SUBCON-TRACTOR			
a.				CHECK IF BRANCH OFFICE		
b.				CHECK IF BRANCH OFFICE		

SF 330

C	# 9-11	Includes firm(s) intended to work on the project identified in Section A. Asks what status the firm(s) will have in this project.

•C. PROPOSED TEAM

(Complete this section for the prime contractor and all key subcontractors.)

Associates

(Check) PRIME	(Check) J-V PARTNER	(Check) SUBCONTRACTOR	10. ADDRESS	11. ROLE IN THIS CONTRACT
X		☐ CHECK IF BRANCH OFFICE	2121 East State Street, Suite 2121 Salt Lake City, Utah 84111	Principal Engineer
		X ☐ CHECK IF BRANCH OFFICE	111 East 52nd Street Salt Lake City, Utah 84104	Structural Engineering
		X ☐ CHECK IF BRANCH OFFICE	222 N. Main Way, Suite 888 Salt Lake City, Utah 84124	Mechanical Engineering
		X ☐ CHECK IF BRANCH OFFICE	333 N. Point Rd. Salt Lake City, Utah 84101	Electrical Engineering
		X ☐ CHECK IF BRANCH OFFICE	444 E. 57th St., Suite 444 Salt Lake City, Utah 84111	Civil Engineering, Sanitary Engineering
		X ☐ CHECK IF BRANCH OFFICE	555 N. Richmond, Suite 555 Concord, CA 94520	Fire Protection

D. ORGANIZATIONAL CHART OF PROPOSED TEAM ☐ *(Attached)*

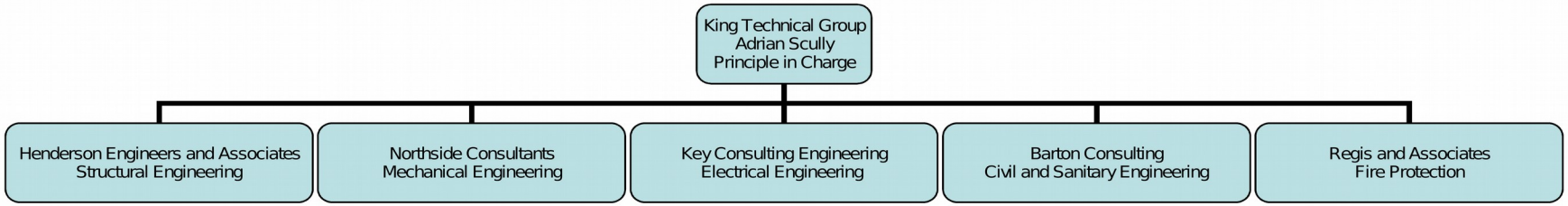
AUTHORIZED FOR LOCAL REPRODUCTION

STANDARD FROM 330 (6/2004) **PAGE 1**

SF 330

D	attachment	Firm will provide intended A-E organizational chart for project showing authority and role of proposed individuals.

Project Organization Chart
938th Engineering Installation Squadron Facility
PRJ YXX1023 A



E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS OF EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
15. FIRM NAME AND LOCATION (City and State)			
16. EDUCATION *(DEGREE AND SPECIALIZATION)*		17. CURRENT PROFESSIONAL REGISTRATION *(STATE AND DISCIPLINE)*	
18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*			

SF 330

E	# 12-19	Individual professional qualifications and experience. A-E firm to identify Key Personnel for the project with years of experience in discipline(s), educational and registration background, plus up to five (5) projects that will indicate similar experience to the specific project identified in Section A. Firm must provide this information on a separate page/Section E for each Key Personnel identified for the project.

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS OF EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
Adrian Scully, FAIA, President	Principle-in-Charge	22	15

15. FIRM NAME AND LOCATION (City and State)

King Technical Group Salt Lake City UT

16. EDUCATION *(DEGREE AND SPECIALIZATION)*	17. CURRENT PROFESSIONAL REGISTRATION *(STATE AND DISCIPLINE)*
Bachelor of Architecture/1970	1980/NCARB/Architecture, Utah/Nevada/Colorado/Wyoming/California/Texas

18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*

Mr. Scully has been Principal-In-Charge on most of King’s major projects, actively involved in most projects listed and all COE projects described herein.

19. RELEVANT PROJECTS

a.	(1) TITLE AND LOCATION *(City and State)*	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION *(If applicable)*
	(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE	☐ Check if project performed with current firm	
b.	(1) TITLE AND LOCATION *(City and State)*	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION *(If applicable)*
	(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE	☐ Check if project performed with current firm	
c.	(1) TITLE AND LOCATION *(City and State)*	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION *(If applicable)*
	(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE	☐ Check if project performed with current firm	

19. RELEVANT PROJECTS

a.

(1) TITLE AND LOCATION *(City and State)*

Fire Protection Upgrades Buildings, Hill AFB Utah

(2) YEAR COMPLETED

PROFESSIONAL SERVICES	CONSTRUCTION *(If applicable)*
48	*2004*

(1) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

Correct Fire Protection Deficiencies for Hill AFB Depot Hangar and
Logistics Ops Facility. Entailed prep of Life Safety study NFPA 101 and UBC codes. $4.5 million.

Check if project performed with current firm ☐

b.

(1) TITLE AND LOCATION *(City and State)*

Consolidated Maintenance Facility Sacramento CA

(2) YEAR COMPLETED

PROFESSIONAL SERVICES	CONSTRUCTION *(If applicable)*
48	*2000*

(1) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

Responsibilities included full architectural design, contract documents and Title II Services. 333,000 sf maintenance area and 43,000 admin area. Included reviewing storage and conveyor systems. Estimated $36 million.

Check if project performed with current firm ☐

c.

(1) TITLE AND LOCATION *(City and State)*

Depot Production Support Facility, Hill AFB Utah

(2) YEAR COMPLETED

PROFESSIONAL SERVICES	CONSTRUCTION *(If applicable)*
	2003

(1) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

New 75,000 sf multi-use warehouse facility with raw stock materials warehouse, including small equipment shop, battery and hazardous chemicals warehouse. Admin building attached to warehouses. $3.95 million.

Check if project performed with current firm ☐

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

(Present as many projects as requested by the agency, or 10 projects, if not specified.
Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY NUMBER

21. TITLE AND LOCATION *(City and State)*

22. YEARS COMPLETED

PROFESSIONAL SERVICES

CONSTRUCTION *(If Applicable)*

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER

b. POINT OF CONTACT NAME

c. POINT OF CONTACT TELEPHONE NUMBER

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

SF 330

F	# 20-25	Projects that best relate to this project. No more than ten (10) projects need be presented. Identifies year completed, whether professional services and, or construction services were part of the A-E duties. Identifies the project owner and Point Of Contact information for that project. Plus, for any team members identified in Section C for this current project, their involvement in any of these past performance projects and in what capacity.

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT
(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY NUMBER
1

21. TITLE AND LOCATION *(City and State)*

Consolidated Maintenance Facility, Sacramento CA

22. YEARS COMPLETED

PROFESSIONAL SERVICES 48

CONSTRUCTION *(If Applicable)*
2000

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER

Sacramento District USACE

b. POINT OF CONTACT NAME

Alan Stewart

c. POINT OF CONTACT TELEPHONE NUMBER

(916) 555-9563

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

The nature of the firm's responsibility included architectural design, contract documents and Title II services.
King has received the 2004 COE Honor Award and the Blue Seal Award for the design of this facility.
This project is included to indicate maintenance shop experience and ASRS interface.
An Automated Storage and Retrieval System (ASRS) is attached to this building.
King was responsible for assisting COE and TEAD in locating the ASRS.
Services also included reviewing the storage retrieval system conveyor system and other conveyance systems within the project.
Jackson A. Seeder Management provided review of progress drawings and layout to verify compatibility with the main building.
The facility includes a 333, 000 square foot maintenance area and a 43,000 square foot administrative area.
The automated storage and retrieval system is connected to the maintenance area but if not part of the project.
Maintenance operations include complete overhaul and rebuild of power train components, power generation equipment and engines.
Project size: $36 million

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME	(2) FIRM LOCATION *(City and State)*	(3) ROLE
b.	(1) FIRM NAME	(2) FIRM LOCATION *(City and State)*	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION *(City and State)*	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION *(City and State)*	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION *(City and State)*	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION *(City and State)*	(3) ROLE

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME King Technical Group	(2) FIRM LOCATION *(City and State)* Salt Lake City Utah	(1) ROLE Principal-in-Charge
b.	(1) FIRM NAME Henderson Engineers & Associates	(2) FIRM LOCATION *(City and State)* Salt Lake City Utah	(1) ROLE Structural Engineering
c.	(1) FIRM NAME Northside Consultants	(2) FIRM LOCATION *(City and State)* Salt Lake City Utah	(1) ROLE Mechanical Engineering
d.	(1) FIRM NAME Key Consulting Engineers	(2) FIRM LOCATION *(City and State)* Salt Lake City Utah	(1) ROLE Electrical Engineering
e.	(1) FIRM NAME Barton Consulting Engineers	(2) FIRM LOCATION *(City and State)* Salt Lake City Utah	(1) ROLE Civil and Sanitary Engineering
f.	(1) FIRM NAME Regis & Associates	(2) FIRM LOCATION *(City and State)* Concord CA	(1) ROLE Fire Protection

G. KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS

26. NAMES OF KEY PERSONNEL (From Section E, Block 12)	27. ROLE IN THIS CONTRACT (From Section E, Block 13)	28. EXAMPLE PROJECTS LISTED IN SECTION F (Fill in “Example Projects Key” section below before completing table. Place “X” under project key number for participation in same or similar role.)									
		1	2	3	4	5	6	7	8	9	10

SF 330

G	# 26-29	Matrix table format cross-referencing any Key personnel for this project, their role in this project, with their participation in the past performance projects identified in Section F.

G. KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS

26. NAMES OF KEY PERSONNEL (From Section E, Block 12)	27. ROLE IN THIS CONTRACT (From Section E, Block 13)	28. EXAMPLE PROJECTS LISTED IN SECTION F (Fill in "Example Projects Key" section below before completing table. Place "X" under project key number for participation in same or similar role.)								
		1	2	3	4	5	6	7	8	9
Adrian Scully	Principal-in-Charge	X	X	X	X	X				
Phillip Cyr	Structural Engineer	X	X	X	X					
Mark Van Vleck	Mechanical Engineer		X	X	X	X				
Darrell Reynard	Electrical Engineer	X		X	X	X				
J. R. Shoemaker	Civil and Sanitary Engineer	X	X		X	X				
Shelley Turner	Fire Protection	X	X	X		X				

29. EXAMPLE PROJECTS KEY

NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)	NO.	TITLE FO EXAMPLE PROJECT (FROM SECTION F)
1		6	
2		7	
3		8	
4		9	
5		10	

29. EXAMPLE PROJECTS KEY

TITLE OF EXAMPLE PROJECT (FROM SECTION F)	NO.	TITLE FO EXAMPLE PROJECT (FROM SECTION F)
Consolidated Maintenance Facility	6	Indefinite Delivery Contract, Dugway Proving Grounds
Fire Protection Upgrades	7	
Depot Production Support Facility	8	
Flight Test Facility	9	
Aviation Support Facility	10	

H. ADDITIONAL INFORMATION

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

SF 330

H	# 30	Area reserved for any Agency specific project requirements.

H. ADDITIONAL INFORMATION

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

A.Metric Experience – King has designed a Caterpillar dealership (schematic and preliminary design) for Cheonan, Korea. The client required that the buildings be designed using metric dimensions and metric materials. The design accommodated metric pre-engineered steel systems as well as insulated wall and roof panels. Data sheets for process equipment included metric specifications. Mechanical Systems were accommodated as much as possible.

B.Computer and CADD Experience – The firm utilizes Autocad, Version 12 to prepare more accurate and better coordinated drawings. This system enhances consultant coordination, speed in production, and quality of contract documents. We are accustomed to working with: ARMS, M-CACES, Integraph Microstation 32 version 4.4.0.23 compatibility, SPECSINTACT.

C.Quality Assurance/Control – All personnel listed will maintain their involvement throughout the project from fee negotiations to move in. All AE team firms are large enough to provide continued professional service coupled with principal and key personnel involvement in all phases of the work. All personnel are very experienced in designing similar projects as can be seen by reviewing the enclosed project lists and resume. Our philosophy of service is to include our clients in the design process before we begin. We have no canned solutions or preconceived ideas about a project. The user and the COE's input will be Quality Assurance and Consultant Coordination.

Quality Assurance is not only checking the documents of all disciplines at the conclusion of the final design phase. It includes: Early organization of the design team, involving the user of the facility throughout the process, involving COE personnel during the design process, conducting early design charettes to receive the benefit and ownership of all personnel involved, establishing and monitoring building performance goals, value engineering, on board reviews, concentrated review periods by personnel not assigned to the project.

D. Cost Control – Our approach to controlling the budget includes estimating utilizing in-house personnel and cost data base and involving professional cost control consultants. All Disciplines participate in early cost identification which establishes each system budget before design begins. Adjustments are made and the estimate is updated to current market conditions. We are experienced with M-CACES and no project we have completed for COE Sacramento has exceeded the Program Amount of our estimate.

I. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

31. SIGNATURE	32. DATE
33. NAME AND TITLE	

SF 330

I	# 31-33	Signature Blocks for A-E firm representative with authority for this project.

I. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

31. SIGNATURE

32. DATE

07-01-2004

1. NAME AND TITLE

Adrian Scully, President KTG

ARCHITECT – ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER *(If any)*

PART II – GENERAL QUALIFICATIONS

(If a firm has branch offices, complete for each specific branch office seeking work.)

2a. FIRM (OR BRANCH OFFICE) NAME			3. YEAR ESTABLISHED	4. DUNS NUMBER
2b. STREET			5. OWNERSHIP	
			a. TYPE	
2c. CITY	2d. STATE	2e. ZIP CODE	b. SMALL BUSINESS STATUS	
6a. POINT OF CONTACT NAME AND TITLE			7. NAME OF FIRM *(If block 2a is a branch office)*	
6a. TELEPHONE NUMBER	6c. E-MAIL ADDRESS			

8a. FORMER FIRM NAME(S) *(If any)*	8b. YR. ESTABLISHED	8c. DUNS NUMBER

SF 330

# 1-8	General info about A-E firm. Firm name, address, POC, business type, socio-economic status. Note: Like the SF 254 Part II, the SF 330 must remain current for this Firm and any firms proposed as team members on this project. So, if an A-E firm lists a number of subcontractors or joint venture firms to accomplish this project, all those firms must also submit at least Part II information, or have a current Part II already on file.

ARCHITECT – ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER *(If any)*
PRJYXX1023A

PART II – GENERAL QUALIFICATIONS

(If a firm has branch offices, complete for each specific branch office seeking work.)

2a. FIRM (OR BRANCH OFFICE) NAME
King Technical Group

3. YEAR ESTABLISHED
1980

1. DUNS NUMBER
1234

2b. STREET
2121 East State Street Suite 2121

5. OWNERSHIP

a. TYPE Partnership, LLP

2c. CITY
Salt Lake City

2d. STATE
UT

2e. ZIP CODE
84111

b. SMALL BUSINESS STATUS
small

6a. POINT OF CONTACT NAME AND TITLE
Adrian Scully, President

7. NAME OF FIRM *(If block 2a is a branch office)*

6a. TELEPHONE NUMBER
(916) 555-9563

6c. E-MAIL ADDRESS
adrian.scully@ktg.com

8a. FORMER FIRM NAME(S) *(If any)*	8b. YR. ESTABLISHED	8c. DUNS NUMBER

9. EMPLOYEES BY DISCIPLINE				10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS		
a. Function Code	b. Discipline	c. No. of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
		(1) FIRM	(2) BRANCH			
	Other Employees					
	Total					

SF 330

# 9	List employees by discipline and function. Declare if they are a firm or branch employee/member.
# 10	Lists A-E firm's experience, abbreviated, with annual revenue over the last five (5) years. For example, the firm's strength area might be in Electric studies and designs, Code E03, and its average annual revenue for this strength is between $1 and $2 million. Revenues are reported in the same ranges described in the FAR and DFARS, Part 36.204, 263.204.

9. EMPLOYEES BY DISCIPLINE				10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS		
a. Function Code	b. Discipline	c. No. of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
		(1) FIRM	(2) BRANCH			
2	Administrative	5		A06	Air Terminals and Hangars	4
6	Architects	22		C15	Construction Management	3
8	CADD Technician	4		F03	Fire Protection	2
37	Interior Designer	3		H02	Hazardous Materials	2
39	Landscape Architect	1		L06	Lighting exterior	1
56	Specifications Writer	2		P13	Public Safety Facilities	3
				R06	Rehabilitation	4

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS *(Insert revenue index number shown at right)*	
a. Federal Work	
b. Non-Federal Work	
c. Total Work	

PROFESSIONAL SERVICES REVENUE INDEX NUMBER

1. Less than $100,000
2. $100,000 to less than $250,000
3. $250,000 to less than $500,000
4. $500,000 to less than $1 million
5. $1 million to less than $2 million
6. $2 million to less than $5 million
7. $5 million to less than $10 million
8. $10 million to less than $25 million
9. $25 million to less than $50 million
10. $50 million or greater

SF 330

# 11	Lists A-E firm's annual revenue over the last three (3) years broken out by Federal work and its other business. Totals only used here. Corresponds with socio-economic declaration in block 5b.
# 12	Signature Blocks for A-E firm representative with authority.

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS *(Insert revenue index number shown at right)*	
a. Federal Work	5
b. Non-Federal Work	6
c. Total Work	6

PROFESSIONAL SERVICES REVENUE INDEX NUMBER

1. Less than $100,000
2. $100,000 to less than $250,000
3. $250,000 to less than $500,000
4. $500,000 to less than $1 million
5. $1 million to less than $2 million
6. $2 million to less than $5 million
7. $5 million to less than $10 million
8. $10 million to less than $25 million
9. $25 million to less than $50 million
10. $50 million or greater

12. AUTHORIZED REPRESENTATIVE

SF 330

DIFFERENCES between SF 254, 255 & 330

- Personnel strengths described in one place on SF 330, expanded to one full page
- Relevant documented work expanded to one full page
- Reporting current Federal work deleted
- Reporting 30 example projects dropped

SF 330

SF 330 used in preparing for debriefs

- Provides significant elements in establishing exclusion from further consideration
- Provides significant weaknesses and/or deficiencies in offeror’s submittal

SF 330

- SF 330 mandatory from **08 Jun 2004**
- SF 254s & 255s valid on all projects prior to 08 Jun 2004